



CITY OF HOUSTON

Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b> (Including HAS Probationary Employees)
2	<b>Job Classification</b>	Airport Operations Supervisor
3	<b>Posting Number</b>	PN# 103083
4	<b>Department</b>	Houston Airport System
5	<b>Division</b>	William P. Hobby Airport
6	<b>Section</b>	Administrative Services
7	<b>Reporting Location</b>	7800 Airport Blvd.*
8	<b>Workdays &amp; Hours</b>	Shift work, including rotation, weekends and holidays * <div>*Subject to change</div>
9	<b><u>DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS</u></b> Promotes a safe, secure, friendly and efficient airport environment that meets the customers' needs. Uses effective management skills when interacting with airport tenants and customers to promote teamwork and achieve the goals and mission of the airport. Assigns, monitors and coordinates the daily activity, including training, of personnel assigned to the airport operations section. Uses a working knowledge of airport operations so as to minimize the operational impact of construction and maintenance activities to the airport. Oversees the design, review and implementation of rules, regulations and standard operating procedures. Through subordinates monitors the airport for deviations from federal, state, and local operating rules and regulations and provides management with accurate airport status reports. Makes written and oral reports. Utilizes computers to analyze data, create forms and generate reports.	
10	<b><u>WORKING CONDITIONS</u></b> Performing these duties will involve: operating city vehicles and hand held radios; walking and standing for extended periods; making visual observations and differentiating details; applying specialized information; analyzing complex and abstract information; attending to details amid distractions; dealing with people in tense situations; speaking clearly and effectively; being outside during inclement weather; and lifting up to forty (40) pounds. May be exposed to short periods of extreme stress. Must be willing and available to work all shifts, including rotation, weekends, and holidays. Must be able to obtain and maintain security clearances.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Business Administration, Public Administration or a related field such as Aviation Management or Aerospace Engineering.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Four (4) years of progressively responsible experience in airport operations, airport security or airport safety are required. Directly related professional experience in airport operations involving lead or supervisory responsibilities may be substituted for the above education requirement on a year for year basis.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b> Preference will be given to applicants with airside and landside airport operations supervisory experience. Considerable knowledge of the principles and procedures involved in the monitoring of airport operations, airline operations, airport security and FAA rules and regulations. Ability to communicate diplomatically and effectively with all levels of aviation personnel, coworkers, vendors, tenants and the public. Personal computer experience using Microsoft Windows and Microsoft Office.	
15	<b><u>SELECTION/SKILLS TEST REQUIRED</u></b>	Application review and/or interview.
16	<b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 23</div> <div>\$1,602.00 - \$1,856.00 Biweekly      \$41,652.00 - \$48,256.00 Annually</div>	
18	<b><u>OPENING DATE</u></b>	FEBRUARY 16, 2005
19	<b><u>CLOSING DATE</u></b>	OPEN UNTIL FILLED
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  If you need special services or accommodation, please call 281/233-1515. The Houston Airport System Human Resources TDD phone number is 281/233-1862.  An equal opportunity employer	